

Address: _____

Square: _____

Suffix: _____

Lot: _____

CLASS 3 PROPERTY CLASSIFICATION EXCEPTION – RESIDENTIAL

Residential Class 1 Property is improved, occupied and non-transient residential real property. Property that is vacant may qualify to remain Class 1 if one or more of the conditions listed below are met. If you believe your property qualifies as Class 1, please check the applicable box(es), and attach all supporting documentation. Forms filed between October 1st and March 31st may qualify the property to remain Class 1 for tax year 2004 (beginning October 1, 2003) and forms filed between April 1st and September 30th may qualify the property to be reclassified as Class 1 beginning April 1, 2004 (second half of the 2004 real property tax year); provided the property meets one of the exceptions at the time the form is properly completed and filed with the Office of Tax and Revenue.

- ☐ As of October 1, 2003, the improved residential real property was occupied and not used for transient dwelling purposes. If property was occupied after October 1, 2003, please print date the improved residential property became occupied _____. In either case, attach supporting documents, such as Certificate of Occupancy, utility bills, or telephone bills.
- ☐ As of October 1, 2003, the unimproved real property abuts a Class 1 Property and shares common ownership. Provide square and lot for parent lot: Square _____ Suffix _____ Lot _____. If unimproved property was under common ownership with the Class 1 Property that it abuts, please print date of ownership change _____.
- ☐ The improved real property had been occupied at the time of a fire, flood or other casualty, and the fire, flood, or other casualty occurred during the 12 months preceding the tax year (October 1, 2002 - September 30, 2003) and was not intentionally caused by the owner or sole tenant. Attach supporting document, such as insurance claim, fire report, etc.
- ☐ The real property is actively for sale or rental at a reasonable market price, as of September 30th (2003) of the preceding tax year; provided that a property that has been on the market for more than 8 months is presumptively not on the market at a reasonable price. Attach supporting document such as listing agreement for sale or lease.
- ☐ As of October 1, 2003, a building permit or a demolition permit has been issued and construction or demolition is actively pursued. If a building permit or demolition permit has been issued and construction or demolition is actively pursued after October 1, 2003, please print date building or demolition permit was issued or an application was filed for a building or demolition permit _____. In either case, attach a copy of building permit or application for building permit.
- ☐ A building permit has been issued during the twenty-four (24) months preceding the current tax year (October 1, 2001 – September 30, 2003). Attach a copy of building permit.
- ☐ As of October 1, 2003, the improved real property was the subject of a probate proceeding, or title to the improved real property is the subject of litigation. If the property became the subject of a probate proceeding, please print date court proceedings began: _____. In either case, attach a copy of court documents.
- ☐ As of October 1, 2003, an application for approval for development of the improved real property is pending before the Board of Zoning Adjustment, the Zoning Commission, the Commission on Fine Arts, the Historic Preservation Review Board, the Mayor's Agent for Historic Preservation, or the National Capital Planning Commission. If the application for approval is pending after October 1, 2003, please print date application was filed for approval: _____. In either case, please attach a copy of application and indicate current status of application.
- ☐ As of October 1, 2003, the zoning regulations adopted by the Zoning Commission for the District of Columbia do not allow the building of any structure on the unimproved real property as a matter of right. If zoning regulations were adopted after October 1, 2003, please print date of adoption: _____. In either case, attach a copy of the zoning notification.
- ☐ As of October 1, 2003, the unimproved real property is used as a parking lot, and each approval required from the District of Columbia government for use as a parking lot has been obtained. If the property was used as an approved parking lot after October 1, 2003, please print date the property began to be used as an approved parking lot: _____. In either case, attach a copy of Certificate of Occupancy for parking lot.

- ☐ As of October 1, 2003, the unimproved property became an air rights lot that appertains to improved and occupied real property. If the property became an air rights lot that appertains to improved and occupied real property, please print date the property became a qualified air rights lot: _____.
- ☐ As of October 1, 2003, the property was designated as a historic landmark under subchapter I of Chapter 11 of Title 6 (the Historic District Protection Act of 1978), or is the subject of an agreement that runs with the land and provides for the preservation of certain historic features of the improvement. If the property was designated as a historic landmark or subject of a preservation agreement that runs with the land, please print date of designation or agreement: _____. In either case, attach a copy of historic landmark agreement.
- ☐ As of October 1, 2003, the unimproved real property was the subject of a public hearing on a proposed overlay zone or on a proposed down zoning of the zone district classification of the real property (other than a down zoning under D.C. Official Code §§ 1-301.67 or 1-301.68). If property became the subject of a public hearing on a proposed overlay zone or proposed down zoning district classification, please print date of zoning notification: _____. In either case, attach a copy of the zoning notification.
- ☐ The unimproved real property is encumbered by a deed of trust that was recorded during the twenty-four (24) months proceeding the current tax year (October 1, 2001 – September 30, 2003). Attach a copy of Deed of Trust.
- ☐ As of October 1, 2003, unimproved real property that is separated from Class 1 Property by a public alley less than 30 feet wide shall be classified as Class 1 Property if the following conditions are met:
- (1) The unimproved real property is less than 1,000 square feet in size;
 - (2) The zoning regulations adopted by the Zoning Commission for the District of Columbia do not allow the building of any structure on the unimproved real property as a matter of right; and
 - (3) The owner of the unimproved real property also owns the Class 1 Property separated by the alley from the unimproved real property.
- If the property met the requirements listed above after October 1, 2003, please print date requirements were met: _____.

I CERTIFY UNDER PENALTY OF LAW THAT THE INFORMATION PROVIDED IS TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. MAKING A FALSE STATEMENT IS PUNISHABLE BY CRIMINAL PENALTIES UNDER D.C. OFFICIAL CODE §§22-2405 AND 47-4106.

SEND TO REAL PROPERTY TAX ADMINISTRATION, P.O. BOX 176, WASHINGTON, DC 20044

Signature: _____ **Telephone:** _____ **Date:** _____

Address: _____

Square: _____

Suffix: _____

Lot: _____

CLASS 3 PROPERTY CLASSIFICATION EXCEPTION – COMMERCIAL

Commercial Class 2 Property is improved and occupied commercial real property. Property that is vacant may qualify to remain Class 2 if one or more of the conditions listed below are met. If you believe your property qualifies as Class 2, please check the applicable box(es), and provide all supporting documentation. Forms filed between October 1st and March 31st may qualify the property to remain Class 2 for tax year 2004 (beginning October 1, 2003) and forms filed between April 1st and September 30th may qualify the property to be reclassification as Class 2 beginning April 1, 2004 (second half of the 2004 real property tax year); provided the property meets one of the exceptions at the time the form is properly completed and filed with the Office of Tax and Revenue.

- ☐ As of October 1, 2003, the improved commercial real property was occupied. If the improved commercial real property became occupied after October 1, 2003, please print date the improved commercial property became occupied: _____. In either case, attach supporting documents, such as Certificate of Occupancy, utility bills, or telephone bills.
- ☐ As of October 1, 2003, the unimproved real property abuts a Class 2 Property and shares common ownership with the Class 2 Property it abuts. Provide square and lot for parent lot: Square _____ Suffix _____ Lot _____. If the unimproved property became under common ownership with the Class 2 property that it abuts, please print date of ownership change: _____.
- ☐ The improved real property is unoccupied due to a fire, flood or other casualty, if the property was occupied at the time of the casualty, and the fire, flood, or other casualty occurred during the 12 months preceding the tax year (October 1, 2002 – September 30, 2003) and was not intentionally caused by the owner or sole tenant. Attach supporting documents, such as insurance claim, fire report, etc.
- ☐ The real property is actively for sale or rental at a reasonable market price as of September 30th (2003) of the preceding tax year, provided that a property which has been on the market for more than 8 months is presumptively not on the market at a reasonable price. Attach supporting documents, such as listing agreement for sale or lease, etc.
- ☐ As of October 1, 2003, a building permit or a demolition permit has been issued, and building or demolition is actively pursued. If a building or demolition permit was issued after October 1, 2003, please print date the permit was issued: _____. In either case, please attach a copy of building permit.
- ☐ A building permit has been issued during the twenty-four (24) months proceeding the current tax year (October 1, 2001 – September 30, 2003). Provide copy of building permit.
- ☐ As of October 1, 2003, the improved real property was the subject of a probate proceeding, or title to the improved real property is the subject of litigation. If the property became the subject of a probate proceeding after October 1, 2003, please provide date court proceedings began: _____. In either case, attach copies of court documents.
- ☐ As of October 1, 2003, an application for a necessary approval for development of the real property is pending before the Board of Zoning Adjustment, the Zoning Commission, the Commission on Fine Arts, the Historic Preservation Review Board, the Mayor's Agent for Historic Preservation, or the National Capital Planning Commission. If the application was pending after October 1, 2003, please provide date application was filed for approval: _____. In either case, attach a copy of application and indicate the current status.
- ☐ As of October 1, 2003, the zoning regulations adopted by the Zoning Commission for the District of Columbia do not allow the building of any structure on the unimproved real property as a matter of right. If zoning regulations were adopted after October 1, 2003, please print date of adoption: _____. In either case, attach zoning notification.
- ☐ As of October 1, 2003, the unimproved real property is used as a parking lot, and each approval required from the District of Columbia government for use as a parking lot has been obtained. If the property began to be used as an approved parking lot after October 1, 2003, please print date the property began to be used as an approved parking lot: _____. In either case, attach Certificate of Occupancy for parking lot.

- ☐ As of October 1, 2003, the property became an unimproved air rights lot that appertains to improved and occupied real property. If the property became an air rights lot that appertains to improved and occupied real property, please print date the property became a qualified air rights lot: _____.
- ☐ As of October 1, 2003, the property was designed as a historic landmark under subchapter I of Chapter 11 of Title 6 (the Historic District Protection Act of 1978), or was the subject of an agreement that runs with the land and provides for the preservation of certain historic features of the improvement. If the property became a designated historic land mark or the subject of preservation agreement that runs with the land after October 1, 2003, please print date of designation or agreement: _____. In either case, attach a copy of agreement.
- ☐ As of October 1, 2003, the unimproved real property is the subject of a public hearing on a proposed overlay zone or on a proposed down zoning of the zone district classification of the real property (other than a down zoning under D.C. Official Code §§ 1-301.67 or 1-301.68). If the property became the subject of a public hearing on a proposed overlay zone or proposed down zoning district classification, please print date of zoning notification: _____. In either case, attach the zoning notification.
- ☐ The unimproved real property is encumbered by a deed of trust that was recorded during the twenty-four (24) months (October 1, 2001 – September 30, 2003) preceding the current tax year. Provide copy of Deed of Trust.
- ☐ As of October 1, 2003, the unimproved real property is within the Northeast No. 1/Eckington Yards Special Treatment Area and the Buzzard Point/Near Southeast Development Opportunity Area, as designated on the current District of Columbia Generalized Land Use Map that is part of the Comprehensive Plan; provided that the real property is zoned for commercial development and the real property owner is engaged in predevelopment activities as supported by written documentation. Provide supporting information for Predevelopment Activities. "Predevelopment activities" means completion of one of the following:
- (1) Preparation of subdivision or large tract review applications;
 - (2) Preparation or application for District of Columbia permits or authorizations to proceed with development;
 - (3) Participation in special planning or transportation studies prepared in conjunction with the District of Columbia; or
 - (4) Completion of environmental assessment or mitigation studies prepared in conjunction with the District.
- ☐ Unimproved real property that is separated from Class 2 Property by a public alley less than 30 feet wide shall be classified as Class 2 Property if the following conditions are met:
- (1) The unimproved real property is less than 1,000 square feet in size;
 - (2) The zoning regulations adopted by the Zoning Commission for the District of Columbia do not allow the building of any structure on the unimproved real property as a matter of right; and
 - (3) The owner of the unimproved real property also owns the Class 2 Property separated by the alley from the unimproved real property.
- If the property met the requirements listed above after October 1, 2003, please print date requirements were met: _____.

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Signature: _____ **Telephone:** _____ **Date:** _____